

Project Delivery Checklist

PROJECT NAME		BOEING - HARBOR GATEWAY - PHASE II				
	REVISED	06/13/2000				
TAG	ITEM NO	REQUIRED TASK	RESP.	CONSTR. DOC'S (START DATE - END DATE)		REMARKS
0				REQ.	COMP.	REMARKS
		100 PROJECT SET - UP		X		
	101.0	Align entire team with goals	BRC	x		
	101.4	Perform value analysis on program.	SL	x		
	102.0	Review Method of Delivery and make final decisions on who will do what and when.	BRC	x		
	104.0	Determination of Consultants Required	BRC	X		
	104.4	Civil Engineer		x		
	104.10	Soils Engineer		x		
	104.11	Utility Coordinator		x		
	104.12	Dry utilities coordinator		x		
	104.13	Environmental Engineer		x		
	105.0	Bid Packages & Bidding	SL	X		
	105.13	Environmental Engineer	BRC	X		
	108.0	Consultant Payment Review & Approval	BRC	X		
	108.4	Civil Engineer	BRC	x		
	108.10	Soils Engineer	BRC	x		
	108.11	Utility Coordinator	BRC	x		
	108.12	Dry utilities coordinator	BRC	x		
	108.13	Environmental Engineer	BRC	x		
	108.44	Renderer		X		
	201.0	Document Basis of Design	TA/IES	x		
	201.2	Complete code analysis	TA	x		
	202.1	What are zoning/planning requirements?	TA	x		
	202.2	F.A.R.	TA	x		
	202.9	Obtain and read copy of planning code with all revision	TA	x		
	202.10	What are land development requirements of the city for this type of project, or specifically this proposed project, and what is the procedure / timing to achieve?	TA	x		
	202.12	What are standard approvals required, how do you submit for them, process, timing, etc.?	TA	x		
	203.0	Determine existing condition of site	TA	X		
	203.1	Obtain topo/survey to identify physical elements (i.e. existing grades, existing structures, utilities, etc.)	TA	X		
	203.2	Obtain topo/survey to identify legal elements (i.e. easements, CC& R's, etc.)	TA	X		
	203.3	Survey of "As Builts" to determine below grade improvements	TA	X		
	203.4	Verification of site conditions	TA	X		
	203.5	Review & documentation of discovered items	TA	X		

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	204.0	Title Search - Obtain Preliminary Title Report with all exhibits from seller/broker/title company.	TA	X	
	204.1	Lot size and location	TA	x	
	204.2	Easements	TA	X	
	204.4	Topography map	TA	x	
	205.0	Soils Report- Obtain Preliminary Report from Soils Consultant.	NE	X	
	205.1	Compaction requirements	NE	x	
	205.2	Paving & hardscape sections	NE	x	
	205.3	Structural requirements (bearing capacity)	NE	x	
	205.4	Special requirements (ground water, liquefaction, etc.)	NE	x	
	206.0	Site Visit	TA	X	
	206.1	Visit site and look for anything which could effect project, site structures, street widening, any other adjacent improvements which are inconsistent with any of the above information received from agencies, visual topo.	TA	X	
	207.0	What offsite improvements exist and what are city policies for interfacing with them.	TA	x	
	207.9	Policy on access to utilities	TA	x	
	207.13	Utility connection fees or any Public Works fees	TA	x	
	207.14	What Public Works officials are required and how do approvals work into the Plan Check Process?	TA	x	
	208.0	Ascertain Utility company service capacity and requirements.	TA	x	
	208.1	What services are available, what size are they, what is location?	TA	x	
	208.2	Policy for connecting to services (who, how, when?)	TA	x	
	208.3	Applications and process	TA	x	
	208.5	Charges (connection fees, excess cable, applicable P.U.C. rules, etc.)	TA	x	
	208.6	Temporary utilities policy and costs	SL	x	
	210.0	Review with Fire Department and determine:	TA	x	
	210.1	Hydrant locations & loop requirements - on and offsite.	TA	x	
	210.2	Truck access and required turning radii	TA	x	
	300. DESIGN			X	
	301.0	Architectural System determination:	TA	X	
	301.1	Exterior materials	TA	X	

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	301.2	Lobby scheme (approx. size and materials range)	TA	X		
	301.4	M/E/P systems and options	TA	X		
	302.0	Structural System Determination - have Structural Engineer complete a Structural Outline Program	TA	X		
	302.1	Foundation design (spread footings, piles, caps, grade beams, tie beams, etc.)	TA	X		
	302.2	Structural frame & alternates (columns, beams, decks, studs [composite], etc.	TA	X		
	302.3	Shear design (moment, braced, shear wall, etc.)	TA	X		
	302.4	Slab-on-grade - examine soils, Owner requirements	TA	X		
	303.0	Document Delivery (Progress Drawings)	TA	X		
	303.4	Civil (Grading & Wet Utilities)	TA	X		
	303.15	Tract / Parcel Maps (Lot layout & Sizing)	TA	X		
	303.17	Dry Utilities (Telephone, cable, gas, fiber, power, and street lights & traffic signals)	TA	X		
	303.18	Environmental Cleanup Specifications & Procedures	IES	X		
	304.0	Document Delivery (Final Drawings)	TA	X		
	304.4	Civil (Grading & Wet Utilities)	TA	X		
	304.15	Tract / Parcel Maps (Lot layout & Sizing)	TA	X		
	304.17	Dry Utilities (Telephone, cable, gas, fiber, power, and street lights & traffic signals)	TA	X		
	304.18	Environmental Cleanup Specifications & Procedures	IES	X		
	400. GOVERNMENT INTERFACE			X		
	401.0	Take plans to the city and review with Planning, Public Works and Building Department Plan Checker to assure compliance with codes, zoning, and planning.	TA <i>z</i> <i>BRL</i>	X		
	401.2	Process site plan with above calculations and all above information	TA	x		
	402.0	Planning Department Review	TA	x		
	402.1	What are fees and assessments (Planning, Public Works, etc.); who collects them and when?	TA <i>/BRL</i>	x		
	402.2	Are there any land dedications required for public use (bus-stops, easements, street widening, etc.)?	TA <i>N/A</i>	x		
	404.0	Temporary Grading & Construction Permits	SL / TA	X		
	404.1	NPDES	TA <i>1</i>	X		

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	404.2	Truck Routes	SL <i>Sub</i>	X	
	500.	CONSTRUCTION PLANNING		X	
	501.2	Security & guards	BRC	x	
	501.3	Trash removal	SL <i>GC</i>	x	
	501.4	Temporary Power	SL <i>GC</i>	x	
	501.5	Barricades & temporary openings	SL <i>GC</i>	x	
	502.0	Customize all bid packages as each trade is ready to be bid and obtain bids from prequalified bidders	SL	x	
	503.0	Prepare spread sheet analysis of qualified bidders and prepare recommendations for Owner analysis and approval.	SL	x	
	504.0	Construction Logistics Plan	SL	x	
	504.1	Phasing	SL	x	
	504.2	Access Roads (Fire & Construction)	SL	x	
	504.7	Trailer Location	SL	x	
	504.8	Temporary Power & Phones	SL	x	
	504.9	Follow-up - modify contract documents in preparation for bidding	SL	x	
	1000.	PROJECT REVIEWS		X	
	1100.	PROJECT REVIEWS - BUDGET	SL	X	
	1103.0	Cost Plan, meet with Owner, Architect and other appropriate team members and review level 4 in detail to be certain everyone knows what has been assumed.	SL	x	
	1104.0	Assemble the appropriate Designers plus SL, Subs & outside Consultants & brainstorm every aspect of the project relative to client needs, budget, life cycle costs, payback periods, time impacts, & quality provisions	SL	x	
	1105.0	Value Engineering Review	SL	x	
	1105.1	Systematically achieve the best functional balance between cost, reliability & performance to assure the maximum value for every dollar spent and to build quality into the project.	SL	x	
	1105.3	Soils Report with recommendations	SL <i>Noted</i>	x	
	1105.4	Hazardous substance Report	IES	x	
	1105.5	Specifications - outline and final	SL	x	
	1105.6	Preliminary preconstruction and construction schedule	SL	x	
	1106.0	Solidify design and budget.	SL <i>Team</i>	x	

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	1106.1	Consultants	BRC	X	
	1106.2	Permits & Approvals	TA	X	
	1106.4	Environmental Clean-up	YES	X	
	1106.5	Demolition	SL	X	
	1200.0	PROJECT REVIEWS - COORDINA		X	
	1201.0	Verify that Consultants have been coordinated	SL	x	
	1201.1	Plans concur with specs	SL	x	
	1201.2	Civil	SL	x	
	1201.3	Soils	SL	x	
	1205.0	Constructability Analysis - 1	SL	x	
	1205.1	Construction expertise input (Field Department)	SL	x	
	1205.3	Construction logistics review	SL	x	
	1205.4	Determine Contractor and Subcontractor expertise for each element of construction	SL	x	
	1205.5	Determine available labor sources	SL	x	
	1205.17	Follow-up - modify contract documents in preparation for bidding	SL	x	
	1206.0	Review Resource Focusing System - trade checklists for compatibility with all others information provided above:	SL	x	
	1300.0	PROJECT REVIEWS - BUY OUT		X	
	1301.0	Bidability Analysis (be certain that the contract documents are prepared to take maximum advantage of the bid process)	SL	X	
	1301.1	Design package	SL	x	
	1301.2	Technical specifications	SL	x	
	1301.4	Bid packages - refer to Resource Focusing for complete lists of bid packages for each trade being used.	SL	X	
	1301.5	Contract documents (Owner)	SL	x	
	1301.6	Contract form	SL	x	
	1301.7	Insurance Schedule	SL	x	
	1301.8	Payment terms & retention	SL	x	
	1301.9	Contract review & consistency analysis (Owner / Contractor / Subcontractor)	SL	x	
	1301.10	Bonding - Bid, Payment & Performance	SL	x	
	1301.11	Contractor Review & Selection	SL	x	
	1400.0	EXECUTION OF WORK		X	
	1401.0	Environmental Assessment	KJC	X	
	1402.0	Monitoring & Documentation of Environmental Cleanup	KJC	X	
	1402.1	During Demolition	KJC	X	
	1402.2	During Environmental Cleanup	KJC	X	
	1403.0	Contract Administration	SL	X	
	1403.1	Demolition & Civil Engineering Construction	SL	X	
	1403.2	Improvements	SL	X	

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	1404.0	Closeout ("No further Action")	IES	REQ. X	COMP. REMARKS
	1404.1	Environmental Cleanup	KJC	X	